



## Round Chapel, Old School Rooms COVID -19 safety principles and creating a Covid-safe community space

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### Guidance for all users of the building

#### 1. Introduction

The Round Chapel, Old School Rooms/ Clapton Park URC comes under the guidance of three categories of government guidance on Covid-19 safety recommendations - 'places of worship', 'multi-purpose community facilities' and 'educational settings'. In setting out plans for re-opening the building a **COVID-19 risk assessment** has been completed, setting out details for social distancing, hygiene protocol and cleaning.

The building will re-open to the public on **Monday 7<sup>th</sup> September**. The plan is for a phased return for all of our groups and projects over a two-week period to allow groups to adjust to the setting under new guidelines and protocols. This will allow for staff to assess and evaluate how all of our groups adapt to the new Covid-19 guidelines.

Covid safety principles will also be applied in reference to the specific circumstances of the building, including size and type of activities, how it is organised, operated, managed and regulated.

#### 2. Restrictions on capacity:

Limits for community centres are permitted to be decided locally on the basis of the capacity of the place of building and following risk assessment. The guidance stresses that the number of people permitted to enter the building at any one time should be limited, so that a safe distance of at least 2 metres, or 1 metre with actions taken to reduce the risk of transmission (where 2 metres is not viable). Key issues we have considered are:

- The size and circumstance (including ventilation) of the space
- Deciding that the safe number of people should be decided by the management of the building.

- In defining the number of people that can reasonably follow social distancing in the public spaces, the access points (such as entrances, exits) have been considered and the ventilation of the space (how many doors and windows are there?).

## 2.1 The Old School Rooms capacity:

Venue	Capacity
Main Hall	<b>30 people</b> (including staff, group leaders, teachers or coordinators)
Church Room	<b>15 people</b> (plus staff, group leaders, teachers or coordinators)
Kitchen	<b>3 people</b> (Masks must be worn at all times)

We regret that we cannot hire the Nursery space to any external groups at present due to restrictions for early year settings. This will be reviewed later in the year.

## 3. Community use of the building:

Our building is used for a wide range of community purposes and therefore we have reviewed all the different hiring groups and our own community projects in planning how to ensure that the building is Covid-safe. As a team we have worked closely with all of the different groups and organisations to ensure that we are mitigating against all potential risks in re-opening up the space to the public. In doing so we have considered issues such as:

- Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have exclusive access to spaces and should take account of any guidance relevant to their specific activity or sector.
- Formal activities, including children's groups and support groups and users of community facilities (such as the kitchen) should limit their social interactions with anyone they do not live with. At all times, appropriate social distancing and risk mitigation must be in place to make the community spaces COVID-19 Secure.
- Groups will be limited to 30 or less (in the Main Hall) or 15 (in the Church Room), ensuring adequate social distancing is practiced at all times.

Our risk assessment has identified points of high risk in the building and mitigating actions to address some of those identified risks. The building team will also consider what changes might be needed to enable safe access to the building. These will include:

- **Making use of multiple exit and entry points:** to introduce a one-way flow in and out of the premises, with appropriate floor markings or signage. Changes to the entrances, exits and queues will be clearly sign posted and will take into account the need to make reasonable adjustments for those who need them, such as people with disabilities.
- **Managing the arrival and departure times** of different group so as to reduce the pressure at exits and entrances.
- **Limited access to the building:** Parents /carers will be asked to drop off and pick up children at designated entrance and entrance points in the building. No parents or carers will be allowed in the building unless they are intending one of our designated family project sessions.
- **Queue management:** the flow of groups in and out of the premises should be carefully controlled to reduce the risk of congestion. It may be necessary to introduce socially distanced queuing systems.
- Safeguarding procedures will be in operation at all times, and advice and guidance will be displayed on posters around the building.
- Usual fire safety and security procedures and guidelines should be followed at all times when entering and using the building.

### 3.1 Numbered doors:

We have now numbered the doors to manage the entry and exit points for all groups. You will see the doors clearly labelled **1, 2, 3** and **4**.

Office entrance	<b>1</b>
Main entrance	<b>2</b>
Second entrance	<b>3</b>
Nursery/lift entrance	<b>4</b>

Most of the groups already have designated entrances and exists. It is very important that parents/carers collecting children know which door to drop-off and pick up their children from. All groups **MUST** communicate clearly with parents/carers so they know where to go.

### 4.Place of worship:

We have consulted with URC guidance on re-opening churches as well as the government advice for places of worship. Key areas of safety guidance are:

- Gatherings of no more than 30 people is now permitted for places of worship. Numbers depend on the activities, but it is advisable to restrict numbers to 30 within a place of worship for public health reasons.
- It is recommended that, where possible, places of worship continue to stream worship or other events to avoid large gatherings and to continue to reach

those individuals who are self-isolating or particularly vulnerable to COVID-19.

- Except for the limited circumstances outlined above, people should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting. This is because of the potential for increased risk of transmission from aerosol and droplets.

#### **4.1 Guidance on Noise**

Within all of our public spaces, groups should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. There should be no amplification. Groups should refrain from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is following health guidance about the potential for increased risk of transmission – particularly from aerosol and droplet transmission.

## **5. Hygiene and face coverings:**

On entering and leaving the building everyone, including staff, will be asked to either **wash their hands thoroughly** or to use hand sanitiser. There will be a hand sanitiser point at every entrance/exit point in the building.

### **5.1 Face Covering:**

In England, face coverings are currently required by law to be worn in the following settings: community facilities, museums, galleries, cinemas, places of worship, and public libraries.

On entering the building users will be required to wear a face covering, and will be required to keep it on while in public spaces in the building if you're attending a public event.

Face coverings can be removed if users are undertaking exercise or an activity where it would negatively impact their ability to do so. See [guidance on wearing face coverings](#). ***For individual sessions, it will be left to the discretion of the practitioner, teacher or group leader.***

### **5.2 Face Covering in offices:**

Everyone using the office and studio spaces downstairs must follow the face covering guidelines when entering and exiting the building and while moving around the building in corridors or using the toilets or kitchen.

The use of face covering in individual offices will be left to the discretion of the hirer, but it is recommended that if social distancing isn't possible then face covering must be used.

Please note that our guidance on face coverings does not replace social distancing. Even if a face covering is used, staff, volunteers and users of the building should continue to wash hands regularly and maintain social distancing. If users of the space choose to wear one, it is important to use face coverings properly and thoroughly wash hands before putting them on and taking them off.

Children under the age of 11 or those who may find it difficult to manage them correctly should not use face coverings. You should be prepared to remove your face covering if asked to do so by staff for the purposes of identification. Please also be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.

## **6. Cleaning**

All surfaces, especially those most frequently touched, will be cleaned regularly and in line with Covid-19 guidance. Frequently used objects, surfaces or spaces, including for example doorways between outside and inside spaces will be given particular attention when cleaning.

If we are cleaning after a known or suspected case of COVID-19 then our cleaning team will refer to the specific [guidance](#). (See also [Waste Disposal \(in non-healthcare settings\) guidance](#) on how to dispose of face coverings and PPE in a business setting).

In the event of a Covid-19 case in any of our spaces, those areas of the building will be closed for 72 hours to allow sufficient time for deep cleaning to take place before reopening.

Where possible, non-fire doors and windows will be opened to improve ventilation in the premises. Other measures that will be in place are:

- Signs and posters to build awareness of hand washing, the need to increase hand washing frequency, advice to avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available;
- We will provide hand sanitiser in multiple locations, but particularly in the entrances, in addition to the toilets.
- Provision of hand drying facilities (both paper towels and electrical dryers in all toilets)
- Office users are responsible for cleaning their spaces and following Covid-safe guidelines (unless you use Old School Room cleaners).

**If you have any questions or queries regarding anything to do with the Covid-Safety protocols in the building, or any questions regarding safeguarding or security issues please contact Joe Walker directly by emailing [manager@theroundchapel.org.uk](mailto:manager@theroundchapel.org.uk) or phone the office on 020 85339676**